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UNITED STATES GOVERNMENT

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Memorandum

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TO : Director of Training

DATE: 17 August 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 23
10 - 16 August 1965

1. On 9 August Chief IS audited the filmed briefings given by the CT's in the Intelligence Production Course. On 20 August Chief IS will critique the briefings, using the finished sound film as a critique device.

2. On 10 August Chief IS talked with [] the Agency's Princeton Fellowship representative, and recommended some source material for a study of the function of intelligence in a free society, a study that [] plans to do at Princeton.

3. On 13 August Chief IS was informed that Jack Smith, Director of Current Intelligence, had received a letter from the Commanding General of the Marine School at Quantico asking him, Smith, to make a presentation there on 31 August. At Smith's request we called the liaison officer at Quantico and learned that the request was the result of an informal suggestion made by General Carter after he had left the Agency. With Smith's approval we suggested to Quantico that the request be re-directed and sent to the DCI. As of 16 August it was our understanding that the Commanding General at Quantico would ask the DCI to give the presentation.

4. As reported last week, Chief IS will be on annual leave from 23 August to 7 September. [] will be acting from 23 through 31 August, and [] will be acting from 1 through 6 September. [] will be on duty throughout the period. Any questions concerning the Briefing Program may be directed to []

[] who will be acting for []

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Attachment: Reports

DOCUMENT NO. _____

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE: _____

AUTH: HR 79-2

DATE: 26.9.82 REVIEWER: 006199

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 August 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 23
9 - 13 August 19651. Special Intelligence Orientation - DDP Personnel

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Six DDP professionals - five from TSD and one from [] - successfully completed a special intelligence orientation course during 10-12 August. Chief Instructor was [] with all members of the IOF assisting in the instruction.

The group included two senior grade officers, one of whom had been in the Agency for 15 years and had never had an intelligence orientation course. He expressed his appreciation for this first training opportunity and was praiseworthy of our efforts on his behalf.

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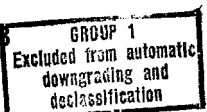
We used the self-review devices for the first time in a tutorial situation, and they seemed to make a big hit with the students. Another innovation was the use of selected portions of a tape recorded from a lecture on "Counterinsurgency" by []. This afforded us the advantage of a "guest lecturer" and additional commentary and discussion by our staff instructor.

Results of an abbreviated--30-item--objective exam administered at the end of the third day indicated a reasonable degree of comprehension on the part of all six students. All expressed regrets they would be unable to take advantage of our full two-week I.O. because of other training commitments.

2. Special Briefings

a. On 9 August, [] briefed 49 new employees on the "National Security and Intelligence Structure and the Organization and Functioning of CIA".

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-2-

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b. On 10 August, at Headquarters, [] briefed some 18 Agency returnees from overseas assignments on significant developments within the national security structure, the intelligence community, and the Agency itself. Most of the returnees belong to the area divisions of the Clandestine Services, with a smaller number working for the Office of Communications. An Office of Security reindoctrination briefing followed the mid-morning break.

3. Change in Plans for Abridged (2-day) Project USEFUL

a. IOF preliminary plans to initiate an Abridged Project USEFUL this fall--tentatively scheduled for 28 and 29 September 1965--have been changed in favor of continuing for FY 1966 the same times for the 2-day versions as were selected in the past (1964 and 1965), i.e., in the early winter and in the late spring.

b. While there is some interest in the Defense Department to have one of the two abridged courses held in the fall when many officers are starting new assignments in the Washington area, several important factors influenced the decision to postpone any change at this time and to continue in FY 1966 with an early winter and late spring scheduling of the course:

1. the two Defense Department officials responsible for handling DOD arrangements for the Abridged Project USEFUL--in the JCS and in the DIA--have only recently taken over their assignments; moreover, the newest assigned official (the DIA representative) who is responsible for the larger portion of the 50 member officer student class will be on two weeks' leave prior to and during the proposed running of the abridged course;

2. the two new JCS and DIA officials will be handling arrangements for the annual, two-week Project USEFUL, which is scheduled for 18-20 October 1965;

3. running of the proposed two-day Project USEFUL would put new pressures on the workload of top Agency officials, many of them presently in new assignments, particularly when several already scheduled courses have these officials listed as speakers; and

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-3-

4. since the IOF has only recently taken over responsibility for an additional week of orientation for the Career Trainees and has also assumed major responsibility for intelligence briefings both within and outside the Agency, holding the first Abridged Project USEFUL in early winter--following the pattern of the two previous years (1964 and 1965)--would allow the IOF more time for planning its first administration of the two-day Project USEFUL.

4. Lecture at Georgetown University

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25X1A [] spoke on "The Role of Intelligence in Support of National Security Policy" at a Symposium on U.S. Government and Politics sponsored by the Institute of World Policy at Georgetown University on Monday, 9 August. Participants in the afternoon panel on "Foreign Affairs Issues" in addition to [] were:

Dr. William E. Moran, Jr., Dean, School of Foreign Service, Georgetown University (Chairman)

Dr. Victor Ferkiss, Department of Government, Georgetown University

Mr. Sanford Z. Persons, Legislative Director, United World Federalists

Mr. Arthur W. Basher, Deputy Assistant Secretary of Defense (ISA), DOD

Mr. Henry Norman, Peace Corps Director in Guinea.

The audience of about 150 French professional people (doctors, lawyers, teachers, etc.) are members of a French Christian social action movement called "Vie Nouvelle". They are in this country as guests of the Christian Family Movement, in order to study U.S. institutions.

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[] presented, through an interpreter, a brief unclassified talk dealing primarily with the relationships between policy and intelligence in the U.S. Government.

25X1A The audience was responsive and respectful and made no attempt to ask sensitive or embarrassing questions. Although [] gave his formal talk in English, he was able to field a few questions in the native tongue of the audience.

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-4-

5. Personnel Notes

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a. [] is taking one week of leave, starting 14 August, on a family camping trip which will be spent in Virginia and New Jersey.

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b. [] has returned from three weeks of annual leave.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 16 August 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 23
9 August - 13 August 1965

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1. On August 12 [] addressed the students of the Defense Intelligence School's Civilian Analyst Course on the subject of Intelligence Writing. He is to appear before this group again on August 20, this time on the subject of propaganda analysis.

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Correcting and grading this exercise is a formidable job. Templates (for the maps), and guides (for the text) will make the job feasible for other instructors to assist. This exercise suggests several interesting possibilities for changes in other parts of the ITC; for example, it might be possible to design the photo interpretation presentation as a follow-on to this exercise. In any case, the exercise is an excellent one to develop in the students an awareness of the skills and techniques

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PAGE TWO - WEEKLY ACTIVITIES REPORT NO. 23

required in the production of geographic intelligence, military intelligence, and basic intelligence. The exercise thus cuts across two major DDI components: ORR and OBI.

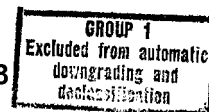
3. The CT's of the Production Course have had their stint at the Office of Current Intelligence. As part of the evolving procedure in OCI, the Area Chiefs welcomed the students into their jurisdictions and saw to it that the assigned writing problem was given proper support. In response to a request of one Chief, drafts of the writing problem -- a weekly summary -- have been sent to all the Chiefs.

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Memorandum

TO : Chief/Intelligence School

DATE: 16 August 1965

FROM : Acting Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 23
9 - 13 August 1965

MANAGEMENT #91

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This course, primarily for [] instructors, concluded on Friday, 13 August. There were 18 participants, including 13 personnel from []. The group showed an active interest overall and a particular interest in their brief exposure to the managerial grid principles and approach. We hope that those so inclined will be able to get the full grid week at a future date. New visual aids, prepared for us by VAS/ISB, were extremely helpful.

PRESENTATION AT DIS

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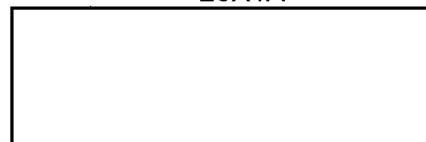
On Wednesday, 18 August, [] will present our communication exercise to the Civilian Analyst Course of the Defense Intelligence School, DIA. Arrangements for this presentation were made some weeks ago at the request of [] Agency Faculty Advisor to the DIS.

GENERAL

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[] is on annual leave during the period 16-20 August.

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Memorandum

TO : Chief, Intelligence School

DATE: 13 August 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 23
9 - 13 August 1965

1. Number in Clerical Induction Training: During the week of 2 - 6 August 1965, there were 69 trainees in Clerical Induction Training; of these 20 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 2 - 6 August 1965, there were 37 trainees in Clerical Orientation Training.

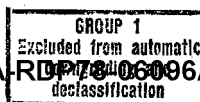
3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 2 - 6 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	23	7
Shorthand	11	1

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 2 - 6 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	30	
Typewriting	19	2
Shorthand	4	0
Card Punch Operator		
Aptitude Test	0	

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Weekly Activities Report, No. 23
9 - 13 August 1965

5. The practice of submitting a quarterly report on the number of applicants and the number of entrance-on-duty personnel tested, trained, and retested in Clerical Training was begun in April of 1965. Inadvertently these statistics were not included in the Weekly Report prepared at the end of the second quarter; they are consequently a part of this Report.

Quarterly Report of Clerical Induction Training Statistics:

a. During the period of 5 April - 2 July 1965, the Clerical Training Faculty tested the following numbers of clerical applicants:

Applicants tested in typewriting	305
Applicants qualified in typewriting	47 (15%)
Manhours:	305
Applicants tested in shorthand	80
Applicants qualified in shorthand	4 (5%)
Manhours:	80
Applicants given the Short Employment Test	471
Manhours:	235
Applicants given the Card Punch Operator Aptitude Test	14
Manhours:	7

C/PPS
Can we use #5
to show anything
in succinct form?
i.e. man hours involved,
inadequacy of applicants,
usefulness of training
for B

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Weekly Activities Report, No. 23
9 - 13 August 1965

b. In the reports on Clerical Training statistics prepared in the past, we have listed the number of entrance-on-duty clerical personnel by their job category and have indicated how many qualified in typewriting and/or shorthand during their initial testing. We also identified by job category the number who attended classes and met qualifications in typewriting and/or shorthand after training. Because these statistics proved to be significant, these entries are also included in this quarterly report.

Entrance-on-duty test results (5 April - 2 July 1965)

<u>Clerks</u>	Tested in typewriting	41	
	Qualified	0	(--%)
	Not qualified	41	(100%)
	Manhours	41	
	Tested in shorthand	1	
	Qualified	0	(---%)
	Not qualified	1	(100%)
	Manhours	1	
<u>Typists</u>	Tested in typewriting	95	
	Qualified	30	(32%)
	Not qualified	65	(68%)
	Manhours	95	
	Tested in shorthand	32	
	Qualified	0	(---%)
	Not qualified	32	(100%)
	Manhours	32	
<u>Stenographers</u>	Tested in typewriting	106	
	Qualified	41	(39%)
	Not qualified	65	(61%)
	Manhours	106	
	Tested in shorthand	106	
	Qualified	24	(23%)
	Not qualified	82	(77%)
	Manhours	106	
<u>Totals</u>	Tested in typewriting	242	
	Qualified	71	(29%)
	Not qualified	171	(71%)

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Tested in shorthand	139	
Qualified	24	(17%)
Not qualified	115	(83%)

Entrance-on-duty test results after training:
(5 April - 2 July 1965)

<u>Clerks</u>	Tested in typewriting	41	
	Qualified	3	(7%)
	Not qualified	18	(44%)
	Still in class	20	(49%)
	Tested in shorthand	1	
	Qualified	0	(--- %)
	Not qualified	0	(--- %)
	Still in class	1	(100%)

<u>Typists</u>	Tested in typewriting	95	
	Qualified	61	(64%)
	Not qualified	7	(8%)
	Still in class	27	(28%)
	Tested in shorthand	32	
	Qualified	6	(19%)
	Not qualified	16	(50%)
	Still in class	10	(31%)

<u>Stenographers</u>	Tested in typewriting	106	
	Qualified	61	(58%)
	Not qualified	0	(--- %)
	Still in class	45	(42%)
	Tested in shorthand	106	
	Qualified	35	(33%)
	Not qualified	8	(8%)
	Still in class	63	(59%)

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Weekly Activities Report, No. 23
9 - 13 August 1965

Totals

Tested in typewriting	242	
Qualified	125	(52%)
Not qualified	25	(10%)
Still in class	92	(38%)

Tested in shorthand	139	
Qualified	41	(30%)
Not qualified	24	(17%)
Still in class	74	(53%)

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